

BOS

DRAFT 3

LESOTHO HOUSEHOLD BUDGET SURVEY

HBS 2002/2003

INTERVIEWER'S INSTRUCTION MANUAL

1	Background	3
2	Broad objectives and scope of the survey	3
2.1	Aims and Objectives of the Survey	3
2.2	Subject matter areas to be covered	4
3	Survey design	4
4	General definitions used in HBS	5
4.1	The HBS household	5
4.2	Head of household	5
4.3	Household expenditure and consumption	6
4.4	Survey period	6
4.5	Recording period	6
5	Legal provisions	6
5.1	The Statistical Act	6
5.2	Confidentiality	Error! Bookmark not defined.
6	Sample survey	7
6.1	General	7
6.2	The accuracy of sample survey data	7
7	Sample design	10
7.1	General	10
7.2	The HBS sample	10
8	Survey Organisation	11
8.1	Core team at BOS	11
8.2	Field organisation	11
9	Field operations	11
9.1	Work conditions during HBS	11
9.2	Interviewer's role in the survey	11
9.3	Listing activities	11
9.4	Field activities	12
10	Instructions for The Record Book	14
10.1	General	14
10.2	Detailed instructions for completing the front page	16
10.3	Detailed instructions for the two first visits	17
10.4	Item list	20
10.5	Weekly transfers from Record Book to Questionnaire	20

1 Background

The Bureau of Statistics of Lesotho (BOS) will undertake a nation wide Household Budget Survey (HBS). This survey is one of the most expensive, time consuming and technically difficult surveys to carry out. However, it is one of the first surveys to execute whenever a statistical program is being implemented in a country. There are a lot of international experiences on how HBS has been conducted in most countries since the Second World War.

The aim of this manual is therefore to guide the interviewer through the different stage of field operations and procedures. In addition to instructions for completing the Questionnaire and the Record Book, the manual includes sections on the purpose and the coverage of the survey, concepts and definitions and the behavior and methods of approach to the households and other issues and matters of importance to the interviewer.

The content of this manual should be studied carefully with the purpose of minimizing the difficulties, which might arise during fieldwork.

2 Broad objectives and scope of the survey

2.1 Aims and Objectives of the Survey

The main objectives of the HBS are in the first place to provide basic data required for policy and programme formulation at national level and for different sectors. Secondly, the survey is expected to provide other statistical needs and support other objectives such as:

- To obtain macro estimates of household *consumption and expenditure patterns* needed to construct the *weighting system* for the *Consumer Price Index*.
- To provide macro economic estimates on the household consumption for the *National Accounts*.
- To obtain household consumption and expenditure patterns required for *market analysis*.
- To acquire data on households' *levels of consumption and expenditure* which can be used for *poverty mapping* and estimates for analysing the changes in the *standard of living over time*, as HBS gets repeated over years.
- To constitute a platform for specifying a set of basic economic and social *welfare indicators* to be monitored at regular time intervals.
- Ownership or free access to *durable goods* and *income generating facilities*.
- To obtain data on *non-expenditure consumption*, i.e. consumption from own production (cop), payments in kind and barter, which can only be measured by a survey like HBS.

2.2 Subject matter areas to be covered

Since HBS concentrates only on private households and excludes the institutional population, who are not members of households, the following subject areas can be considered as important for coverage:

- Particulars of household composition
- Demographic characteristics of household members
- Economic activity last twelve months
- Housing information
- Expenditure and consumption of private household

The above-mentioned terms and concepts need further clarification, which will be attended to in the following chapters and sections.

3 Survey design

The survey plan adopts the United Nations/International Labour Organisation (UN/ILO) and EU recommendations for Household Budget Surveys. These recommendations are consistent with the concepts of the System of National Accounts (SNA). Most of the Household Budget Surveys, carried out all over the world, follow these recommendations with positive experiences.

The main concept is as follows:

- ◆ A probability *sample* representing the whole of Lesotho
- ◆ A *survey period of twelve months*. This will capture the seasonal variations across time in a correct way.
- ◆ A *recording period of one month* for each household. Longer participation period for each household, generally is more cost effective, due to lower travel costs for field workers. However, it gives higher rates of non-response. Participant households tend to get tired and forget to record some expenditure. The UN/ILO recommendation is record keeping for two or four weeks. For the Lesotho HBS we have decided to use *one calendar month*.
- ◆ *Data capture* will mainly be made *by record keeping* by the households supported by the interviewers, if needed. The recall method for past events in the household has mostly been unsuccessful, particularly in capturing consumption and expenditure data. Through the recall method, the households often tend to underestimate daily small expenditure and sometimes overestimate more expensive seldom bought goods. We will capture data on these more expensive seldom bought goods by both the record book and the recall method. Then we can use data with best quality.

The record keeping will be implemented in a flexible way. Households with good educational level can normally manage the record keeping and will only need the weekly visits of the interviewers to transfer data into the household questionnaire. In other households, the interviewers have to visit the household more often, usually every second day, to support or make the record keeping for the household.

4 General definitions used in HBS

4.1 The HBS household

The household definition is the same as in most other service and is according to international recommendations. The overall objective is to get a household unit that is sharing most of their economic resources, because it would be difficult to collect individual data on all those things we use together in a household. The definition and its criteria must also facilitate that one person (and his consumption) can only belong to one household (and only has one possibility to be selected for the survey). It is useful to have a general understanding of the definition, but following the questionnaire should in most cases give the correct household.

The formal HBS household is:

a one-person household, i.e. a person who makes provision for his own food and other essentials of living without combining with any other person to form a multi-person household,
or

a multi-person household, i.e. a group of two or more persons who occupy the whole or part of one housing unit, eating together and making joint provisions for food and other essentials of living. Usually such a household consists of a husband, wife(s) and children, other relatives and domestic servants living in the same housing unit. Lodgers must be excluded. Household members, who are temporarily absent, shall be included.

Alternative:

A private household consists of one or more persons, related or unrelated, who live together in one or part of one dwelling unit and have common catering arrangements.

In most cases this definition and the questionnaire works well, but the reality is not always that simple. *Visitors* should not be included even if they sleep in the house for some days and share the food. A visitor can be defined as a person not normally belonging to the sampled household, but belong to another household using the same criteria and is sharing the main economy over a longer period with another household or has his/her own economy. Household members *temporarily absent* will be treated with similar rules, but it can often be trickier. The first rule is that the person should only be able to be included in one household. The other rule (of thumb) is that he/she should belong to the household which he/she is sharing the economy with. A special case is when the *absent lives abroad*. If he/she is not recognized by the selected household to have a new household abroad, he/she will be included in the selected household.

Institutional households, such as hospitals for long-term treatment and prisons are not included. Their consumption is measured through the institutions and the statistics covering them. If a person is in the institution for a shorter time than 6 months we include her/him in the private household.

4.2 Head of household

The head of household is the person recognized as such by the other members of the household. Often he/she is the main decision maker or responsible for financial support and welfare of the household members.

4.3 Household expenditure and consumption

Household expenditure and consumption can be defined as:

- Cash spent on purchases of goods and services used for living purposes.
- The value of goods and services received as pay, or part of pay, from employer.
- Consumption from own produced food or food and firewood fetched free.
- Estimated rent value for owner-occupied dwelling or provided free or subsidized from other sources.
- Cash spent or/and the value of own produced goods given away for taxes (harvest- or land taxes), gifts, contributions, interests on debts and other non-consumption items.

4.4 Survey period

The survey period is 12 months (October 2002-September 2003).

4.5 Recording period

The recording period is **1 month** for **record keeping** and **12 months** for last visit interview on **durable goods**.

5 Legal provisions

5.1 The Statistical Act

The Statistical Regulation entrusts BOS with the legal power to authorise surveys as the need arise to collect statistical information on the Lesotho population. Specifically the statistics Act of 2001 authorizes BOS to collect information in relation to the population and covering all subjects as may be directed by the Minister. According to the Act, every person shall to the best of his/her knowledge and belief answer, when so required, all questions asked. The Statistics Act therefore provides the legal authority for the 2002/2003 HBS. The Act also provides penalties in the form of a fine or imprisonment or both if either the enumerator or the members of the public fail in their duties.

5.2 Confidentiality

It is demanded from the interviewers and all other staff at BOS not to reveal or discuss, any information collected, with other unauthorized persons. To ensure this secrecy, all the field workers and office staff are required to sign the oath of secrecy. Thus all the information will be treated with **strict confidentiality**.

The law provides for penalties for contravention of any of the confidentiality provisions.

6 Sample survey

6.1 General

There are several ways to collect information from all the individuals in a statistical survey. One is to have a national census, where all the people in question are interviewed. Another way is through a sample survey. This is done, when consideration of time and costs often make it impossible to gather information from every person.

A small number of respondents (i.e. households) are selected from the whole population of households, to constitute a representative sample. This sample is selected in such a way as to guarantee, that the obtained results represent the entire population. This also means that every effort has to be paid in order to obtain information for **every selected household** in the sample.

The advantages with a sample survey compared to a census are:

- Less time needed to cover a sample
- Lower costs to execute a sample
- Better data quality (smaller non-sampling errors) from a sample. Non-sampling errors will be explained in paragraph 6.2!

6.2 The accuracy of sample survey data

The objective of a sample survey is to make estimates, of certain values for a population, using observations obtained from or for a limited number of units (a sample) of that population. This population may be persons, farms, shops etc. The accuracy of survey estimates is generally taken to mean the closeness of that estimate to the exact or true value. The true value, which is mostly unknown, is the value that would be obtained, if data could be collected and processed without any error for all the units in the population. The error of a particular survey estimate is the difference between that estimate and the true value of the quantity being estimated.

This error can mainly be divided into two groups of errors:

6.2.1 *Sampling errors*

Sampling errors arise from the fact, that the observations are confined to a sample of population rather than the whole population. The sampling errors can be minimized, within the given budget, if a suitable design is adopted. This error can always also be calculated, if a probability sample is used. This means that each unit in the population has a predetermined chance of selection or predetermined probability of selection.

6.2.2 *Non-sampling errors*

Apart from the sampling errors, non-sampling errors arise from several sources during the survey process. The main sources are:

- Survey design and preparation
- Data collection
- Data processing and analysis

A second method of classifying non-sampling errors is on the basis of the source or type of the errors. These are:

- Coverage errors
- Non-response errors

- Response errors

6.2.3 Coverage errors (*Frame errors*)

The objective of a sample survey is to make inferences about a desired or target population from the observations of units confined to a sample. The selection of the sample is made by applying some procedure to a sampling frame, in which all units of the target population are supposed to be represented. Non-coverage is failure to include some units in the sampling frame. Since such units have a zero probability of selection into the sample, they are in fact excluded from the survey results.

Non-coverage is different from deliberate exclusion of sections of the population from the defined target population. Survey objectives and practical difficulties determine such deliberate exclusions. For example, we have excluded institutional households from HBS. Such exclusions are not errors of non-coverage and in the survey report, it is emphasised that the results do not apply to any parts so excluded.

Just as some units may not be represented in the frame, other units may appear in the frame more than once, giving them a larger chance of selection into the sample. This error is known as over-coverage.

6.2.4 Non-response errors

Non-response errors results from failure to obtain observations on some units selected for the sample, due to refusal, failure to find respondent at home, loss of schedules etc. Non-response may be total or partial. Partial or item non-response occurs, when a unit fails or refuses to provide some specific items of information.

For example, the respondent may not give information on some source of income or consumption of alcohol. Sometimes items (questions) are omitted because the interviewer fails to ask the question or to record the answer.

6.2.5 Control of non-response errors

- Contacting households - the interviewer should be able to make visits to the household at times, when respondents are likely to be at home.
- Obtaining co-operation of the household depend on several factors. These are, i.e. the way in which the interviewers introduce themselves, the identification card they carry, how they inform about the survey and the courtesy they show to the households.
- Interviewers training - In personal interviews like HBS, the interviewer is bound to play an important role to maximize response rate. It is therefore essential for good response and to have accurate data, that the interviewer should be well trained.

As such, you should follow the instructions properly and have all the important points in mind. If you come across any problem in the field, you can use this Instruction manual to come up with a suitable solution. Always bear in mind, that your Supervisor is supposed to give all support.

It is very important, that the interviewer have a good capability to persuade households, who tend to be refusals. This can be done, if the interviewer is prepared to answer questions like:

- Why don't you ask my neighbour instead of me?

- I don't want to give information on my expenditure. I need my integrity!
- We very seldom buy food or goods. Mostly we live from our subsistence farming!
- How can we gain from this survey?

Facts, for answering such questions, can be found in this manual and will also be exercised during training.

The recommended way of dealing with non-response, during data capture, is to make a thorough effort to obtain response for **all** or **nearly all** of the sampled households. Non-response may produce a serious bias to the final estimates. So you should try to minimize the non-response rate as much as possible.

6.2.6 *Response errors*

Response errors occur in the data capture phase of the survey. This does not mean, that all of these errors are the fault of respondents. The sources of response errors are:

- Inability of respondents to provide the desired information. Respondent's social background and level of education are main factors in this respect. Part of this may be due to recall errors or badly phrased questions.
- Sometimes respondents purposely report certain information incorrectly, e.g. expenditure on alcohol and income from various sources etc.
- Interviewers can also be source of response errors by,
 - failing to put the questions clearly
 - influencing respondents to answer incorrectly
 - incorrect recording of correct responses.

An interview is an interactive process between two parties. A skilled interviewer can help the respondents to provide accurate responses (answers).

7 Sample design

7.1 General

A probability sample is a sample drawn in such a manner, that each unit in the population has a predetermined chance of selection or predetermined probability of selection.

The selection may be one by one, or in groups, with equal chance (probability) or unequal chance (probability, in one stage or through a hierarchy of stages). What is crucial is that *a method based on chance/random must be used in executing the selection*. Once a sample is selected in this manner, actual data should be confined to these units. *Under no circumstances, the units thus selected, should be changed haphazardly.*

7.2 The HBS sample

The sample to the HBS is selected by two - stage cluster sampling with geographical areas as first - stage clusters. In the rural areas, the 1996 Census PSUs are used in the same way as the Agricultural Survey. In urban areas, the smaller Enumerator Areas (EAs) are used. In each area 18 households are sampled.

Sample size by District, rural/urban and climate zones.

	Size of rural Household sample					Size of urban	Lesotho
District	Low	Foot	Moun	RV	Total	EA - sample	Total
Butha-Buthe	108	108	72	-	288	216	504
Leribe	252	144	72	-	468	216	684
Berea	216	126	-	-	342	216	558
Maseru	216	144	72	-	432	720	1152
Mafeteng	288	72	-	-	360	216	576
Mohale's Hoek	144	72	72	72	360	216	576
Quthing	-	-	108	180	288	216	504
Qacha's Nek	-	-	126	126	252	216	468
Mokhotlong	-	-	252	-	252	216	468
Thaba-Tseka	-	-	288	-	288	216	504
Lesotho	1224	666	1062	378	3330	2664	5994

8 Survey Organisation

8.1 Core team at BOS

At the BOS's Head Office, there is a core team of five Officers conducting HBS. Their responsibilities are

- 1) Survey management
- 2) Monitoring of field operations
- 3) Coding and editing
- 4) Data entry and Tabulations

8.2 Field organisation

BOS has 10 permanent field offices and a permanent staff of enumerator. Each PSU has one enumerator living in the area. The urban areas will be covered by temporary enumerators supervised by the field offices and the core team at BOS. One supervisor will have the responsibility for 3-4 enumerators.

9 Field operations

9.1 Work conditions during HBS

HBS is a Government funded survey, which means that general Government rules for per diem etc. will be followed.

9.2 Interviewer's role in the survey

The interviewer's role is to:

- Locate the sampled household
- Convince the household to participate
- Assess the household composition
- Introduce and support the diary keeping

9.3 Listing activities

The households will be listed two weeks before the survey month. The lists will be sent to BOS for the second stage sampling.

It is better that all the interviewers are involved in the listing of households instead of appoint one member as "lister"!!

9.4 Field activities

The interviewer will visit a sampled household several times as follows:

First visit interview:

A few days before the recording month, the interviewer will make an interview on the characteristics of each household member and some household variables. The household will also be instructed how to keep the record book.

Check visits:

After 2 or 3 days the interviewer will go and check the record books to see if the household is capable of keeping the record diaries. Such check visits may be needed rather frequently for households, who need support to keep records i.e. due to illiteracy.

Weekly transfers:

After the first week, the second, the third and the end of the month, the interviewer transfers notes (transactions) from the record book to the item list in the questionnaire.

Last visit interview:

At the end of the month the interviewer makes the transfer from the record book and by recall method ask for expenditure on more expensive capital goods (infrequent purchases) for the last twelve months.

The above sketch is further specified in the table below.

Number	Time	Purposes
1	Just before recording month	a) To identify household b) To introduce survey c) To carry out First visit interview d) To explain and hand over record book e) To arrange for further visits
2	After first survey week (day 7-9 of month)	a) To monitor the filling in of record book and answer queries c) To transfer notes for first week from record book to questionnaire d) Make spot check e) Introduce the Time use diary for selected households
3	After second survey week (day 14-16 of month)	a) To monitor the filling in of record book and answer queries b) To transfer notes for second week from record book to questionnaire c) Make spot check
4	After third survey week (day 21-23 of month)	a) To monitor the filling in of record book and answer queries b) To transfer notes for third week from record book to questionnaire c) Make check spot d) Collect the Time use diary or help them to fill it in (Visit the household the day after the sampled day for the selected households)
5	Directly after full month (day 31-02)	a) To monitor the filling in of record book and answer queries b) To transfer notes for rest of month from record book to questionnaire

10 Instructions for The Record Book

10.1 General

The interviewer have to explain to the household, how to note in the Record book, during the first visit. There are also some instructions and examples printed in the Record book, which shall be used during explanation to the household.

The following transactions, for **all household members**, must be noted by the household:

- All expenditure during the recording period (one month) shall be noted.
- An expenditure shall be noted **in its whole** even if it refers to consumption outside the recording month. E.g. the total bill for electricity consumption for more than the recording month, shall be recorded if it is paid during the recording month. A large purchase of food, in the end of the month, will also be recorded even if most of the consumption will take place during the next month.
- If some item is **bought on credit during the recording month** the **total cash value** shall be recorded. If it was **bought before the recording month**, and the household pay mortgage during the recording month, they shall **only record interest paid** and not the part for pay back of the credit.
- **Consumption of own products, barter, income in kind or gifts in kind** will be recorded on a separate sheet. If the household can estimate the value of each such transaction, they do not have to note “Quantity” or “Unit of Quantity”. It is the value that will be entered into the database. If, the household cannot make this estimate, the interviewer has - in cooperation with the household - to estimate the value from the noted quantity before transferring. Even if that is too difficult, the interviewer try to get price information from the nearest market or discuss the value with the supervisor.
- **Expenditure on Health, Education and Clothing** must be broken down into groups specified in the Household Summary Register (Questionnaire). See pages 12 (**Clothing**), 13 (**Health**) and 15 (**Education**).

The following **Main Rules for Recording** you shall always look upon as pillars for your data capture:

- Cash expenditures, when purchased.
- Purchases on credit, when delivered.
- Gifts given in cash, when paid.
- Interests etc., when paid.
- Own produced food or goods, when consumed.
- Own production given away, when given away.
- Own production bartered, when bartered. We just note, what is given away in a barter process.
- Collected berries and vegetables, when consumed.
- Goods received as pay, or part of pay, **from employer**, when received.
- Food or goods from own small-scale farming/business, when consumed.

Please, instruct the household to fill in, *Daily*, for *every day* of the month:

NO TRANSACTIONS BETWEEN HOUSEHOLD MEMBERS SHALL BE RECORDED

How to fill in:

- Fill, in sequence, in the account sheets.
- In column 1, headed “Date”, note date (i.e. 1/9)
- In column 2, headed “Description of Item”, note a **good** description of everything bought, paid, consumed or given away during the month. Each item, however small in value, must be written on a separate line. Please, avoid the use of general descriptions, such as, groceries, meat, vegetables, fruits. Write each item by its name as (i.e.):
 - Spinach/Fresh/Frozen
 - Pears/Fresh/Tinned
- In column 3, fill in the Quantity with decimals, if needed.
- In column 4, headed “Unit”, write down the unit of measurement of quantity e.g. Liter, Kilogram, Bundle, Piece etc.
- In column 5, fill in the **Total amount/Total value** with **2 decimals**.
- In column 6, circle 1,2,3,4,5,6, if the transaction is for “bought”, “own produced”, “from own business”, “income”, “gift/transfer received” and gift/transfer given” respectfully.
- In column 7, circle 1, 2 or 3, if the transaction is for private, farming or business.

If, it is a cash transaction or the total value of a transaction in kind can be estimated, “Unit” and “Quantity” may be left out.

10.2 Detailed instructions for completing the front page

PSU No. and Household No.

Your supervisor will supply you with the codes for Stratum, PSU and Household No. These codes are **very important**, as this is the identity of the household.

Recording month

A two-digit code, depending on the month number in the year should be entered for the recording month, i.e. for October the code is 10.

Name head of household and primary respondent

Note the name of the head of household. He/she is the person, who the other household members look upon as the main decision maker. He/she must be one of the persons, who you have answers for on Q2-. If someone else will be a better provider of the information, note her/his name as Primary respondents on the front page.

Location and Village Chief/Head

Note the name of the location and the name of the Village Head

Name of Interviewer

Note your name on the front page

Name of Supervisor

Shall be noted by the Supervisor

10.3 Detailed instructions for the two first visits

10.3.1 Questions on household members

Note answers for the head of household in column 1.

If there are more than 10 household members, you use the extra form for household members 11-20.

NB! Exclude temporary visitors on all survey questions after identifying them in question 3, but **include** household members, who are **temporary absent**. A visitor is someone who stays with the household for seven days or less.

Questions 1-16 can either be asked for one person at a time (by column) or for all household members at a time (by line). Read the **bold** text. Read the alternatives only if the respondent has difficulties to answer. If not otherwise stated only one alternative should be circled.

Question 1–3 –Names

Note the first names of all household members in the appropriate column. Note under question 2 if someone is normally living elsewhere. Under question 3, note whether that someone is a visitor from another household or a usual member staying somewhere else.
See details on page 5. Observe that we will not collect any data for visitors.

Question 4 - Relation to head of household

Circle appropriate code for relation to head of household. The head is always No. 1.

Question 5 - Sex

Circle 1 for Male and 2 for Female.

Question 6 - Age

Note the age in completed years as on the last birthday.

For babies, who are not yet one year, note **0**.

For persons, aged 98 years and over, note **98**.

Question 7 – Marital status

Circle relevant code for each person. Children are suppose to be coded as “Never married” and “Living together” refers to informal marriage.

Question 8 – Place of birth

Circle the appropriate code. It is the district where the person was born.

Question 9 – Years in Lesotho if born outside Lesotho

Note complete years

Question 10 - Highest level of education completed

Circle appropriate code.

Question 11 - Main activity during the last 12 months

These questions (11-14 and 18) are only asked for persons **aged 10 years or more**.

Self employed (Code 4): A person, who operates her/his own business or a business owned partially along with other partners, without the aid of employees, is defined as a self-employed.

Unpaid family worker (Code 5): A person, who works in a household business operated by a related member of his/her household or by a group of persons including at least one related member of his/her household, without any payment in cash or kind, is defined as an unpaid family worker.

Unemployed (Code 8): A person, who actively searched for job and was available for a job and did not work.

Question 12- Second activity

Contracted (code 2) can e.g. be construction work

Question 13 - Months worked during last 12 months

Note number of months worked during last 12 months, whether paid or not. If a person did not work, note **00**. Include vacation and sickness. Fulltime work is then 12 months.

Question 14 – Main occupation (Please use the coding sheet)

Note only if the person has been working according to the previous question. Use code list 1 and note two digits.

Question 15 – Disability

This and next question refers to all persons.

Question 16 – Cigarettes

If different from day to day, try to calculate an average. Note the number of cigarettes, not packages.

10.3.2 Questions on household (Q 17-30)

Question 17 - Main source of Income

If the household has several sources of income, circle appropriate code for the **Main source!**
Only one code is allowed. It is the main source of all persons all incomes.

Question 18-20 – Household related business

We aim to collect all business activities, which are not covered by the business statistics. BOS is supposed to have all registered firms in their Business register.

Code kind of business from list 2 with two digits

At the second visit:

Question 21 – Tenure status

Circle appropriate code.

Question 22-30 – Imputed rent

National Accounts are not using the actual costs for owned houses, but a calculated/imputed rent based on the standard of the house. This is probably the most difficult question to answer, particularly in a country where the renting market is limited.

The following questions (22-30) and the location of the house will be used to compare house standard and imputed rent. Some of them is also of interest from a poverty perspective. When possible, we have used the same categories as the last census.

Question 25 - Number of rooms

Note number of rooms, including kitchen and bathroom. In other surveys, bathroom is often excluded. But, as our primary interest is the correlation with imputed rent, we will include it. A bathroom is supposed to give a higher value of the dwelling. Strike through a kitchen or a bathroom, whichever is available.

Question 31-34

The distance to nearest services is measured in time not distance. The mode of transport should be the usual one for each household. So if the first household usually walks, but the neighbor usually go by car, the first household will answer with walking in mind and the second with car in mind.

Question 35-37

These questions ask for number of owned durable goods and farm assets, irrespective of where it is used. A wheelbarrow not used for farming should still be recorded. Note yes for bank account, even if there is no money on it.

10.4 Item list

Go through Item group by group. For some items there are explanations of what to include or exclude. The item list is sorted both in alphabetic and systematic order. The item numbers are serial numbers used by CPI and complemented by serial numbers for items currently not included in CPI. The serial numbers will be translated in the computer to the international COICOP codes.

10.5 Weekly transfers from Record Book to Questionnaire

The weekly transfers, from Record Book to item list in the Questionnaire, are a very important task to do. First, the interviewer **checks**, that the household has noted, for each transaction (line in the Record Book):

- **Date**
- **1, 2 or 3** for private, farming or business
- **Unit and Quantity**, if the household has noted a transaction in kind and was unable to estimate the total value of this transaction. If there is no estimation of total value, the interviewer, in cooperation with the household, try to estimate the total value. of a transaction in kind.

When these checks have been done, the interviewer starts to **code Item no.** for each transaction (note). The Item No., you code in the shadowed column headed "Item No". This coding will be exercised a lot during training of Interviewers.

Before you are used to the Item list, you start to look for the appropriate Item group and then look for the appropriate Item No.

NB. Remember that all values/expenditure must be noted in M.